

DIGITAL COMPUTER OPERATOR SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
2853	Digital Computer Operator I	04	737	6 mo.	03/30/90
2854	Digital Computer Operator II	04	737	6 mo.	03/30/90
2855	Digital Computer Operator III	04	737	6 mo.	03/30/90
3477	Digital Computer Supervisor	03	737	6 mo.	03/30/90

Promotional Line: 138

Series Narrative

Employees in this series operate or supervise the operation of a digital computer and its associated equipment (such as printers, tape units, card readers and punches, and disk files). They monitor and keep records on the operation of the computer, as well as materials put into and produced by it. They also perform standard maintenance tests and checks on the computer.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Digital Computer Operator I **2853**

Employees at this level are responsible for the operation of a digital computer. They work under direct supervision from a designated supervisor.

A Digital Computer Operator I typically –

1. operates a digital computer and its attached and associated equipment (such as card readers and punches, paper tape readers and punches, printers, tape units, and disk files)
2. keeps a log of the use of the computer
3. reports symptoms of failures and failures of the machine to the shift supervisor or to engineers or technicians, as appropriate
4. monitors input-output materials continuously for damage, illegible printing, off-center printing or punching, and improper stacking
5. performs standard computer tests; cleans transports (tape, paper, card, film) at established intervals or as needed during heavy usage periods; and checks temperatures, voltages, and adjustments to assure proper environmental conditions
6. performs various clerical duties in connection with the computer operation, tape usage, and library control
7. operates associated tabulating equipment as required
8. supervises employees of lower rank as assigned

9. performs other related duties as assigned

Level II: Digital Computer Operator II**2854**

Employees at this level are responsible for the operation of a digital computer. They work under general supervision from a designated supervisor.

A Digital Computer Operator II typically –

1. operates a digital computer and its attached and associated equipment (such as card readers and punches, paper tape readers and punches, printers, tape units, and disk files)
2. assists in the training of Digital Computer Operator I's and other employees of lower rank
3. prepares reports of operations of the computer
4. keeps a log of the use of the computer
5. reports symptoms of failures and failures of the machine to the shift supervisor or to engineers or technicians, as appropriate
6. monitors input-output materials continuously for damage, illegible printing, off-center printing or punching, and improper stacking
7. performs standard computer tests; cleans transports (tape, paper, card, film) at established intervals or as needed during heavy usage periods; checks temperatures, voltages, and adjustments to assure proper environmental conditions
8. assists the shift supervisor on administrative and logistical problems of a computer complex; acts for shift supervisor during absences
9. is responsible for maintaining computer tape and program library
10. maintains supply stock control inventory
11. performs various clerical duties in connection with the computer operation, tape usage, and library control
12. operates associated tabulating equipment as required
13. supervises other digital computer operators and other employees of lower rank as assigned
14. performs other related duties as assigned

Level III: Digital Computer Operator III**2855**

Employees at this level are responsible for the scheduling operation, and maintenance of one shift of a large, multiple-unit digital computer system and/or serve as a direct assistant to the overall supervisor of the system. They work under general supervision from a designated supervisor.

A Digital Computer Operator III typically –

1. supervises a shift
2. acts as assistant to the Digital Computer Supervisor; acts for supervisor during absences
3. supervises and performs operations in connection with the physical operation of a computer system, including associated equipment (such as card readers, high-speed printers, and magnetic tape units)
4. supervises receipt of input materials and distribution of output materials
5. assists in the scheduling of work for all sections of the computer system
6. prepares or supervises the preparation of reports pertaining to the operations of the computer system
7. supervises the proper keeping of records and logs pertaining to the computer operation, tape usage, and library maintenance
8. checks the validity of the system and assists in the initiation and scheduling of engineering maintenance procedures
9. assists in the supervision and training of digital computer operators, computer aides, and other employees of lower rank
10. performs other related duties as assigned

Level IV: Digital Computer Supervisor

3477

Employees at this level have full responsibility for the scheduling, operation, and maintenance of a large, multiple-unit digital computer system. They work under administrative supervision from a designated supervisor.

A Digital Computer Supervisor typically –

1. assists in the management of a data processing installation
2. supervises and performs all necessary operations in connection with the physical operation of a digital computer system
3. supervises receipt of input materials and distribution of output materials
4. interviews and makes recommendations concerning the hiring of personnel
5. provides users with explicit information regarding the physical use of the equipment
6. schedules work for all sections of the computer system
7. prepares or supervises the preparation of reports pertaining to the total operations of the computer system

8. supervises the proper keeping of all necessary records and logs pertaining to the system
9. is responsible for the initiation and scheduling of engineering maintenance procedures
10. trains and supervises digital computer operators, computer aides, and other employees of lower rank
11. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Digital Computer Operator I

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CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation or equivalent

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. mechanical aptitude
2. manual dexterity
3. reasoning ability
4. ability to deal effectively with others

Level II: Digital Computer Operator II

2854

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation or equivalent
2. (A) one year of experience comparable to a Digital Computer Operator I

or

(B) one year of university vocational institute courses in data processing or commercial data processing technical school

or

(C) any combination of the above that totals one year

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. ability to deal effectively with others

Level III: Digital Computer Operator III**2855**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation or equivalent
2. one year of experience comparable to Digital Computer Operator II

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of computer principles and operation
2. ability to learn operations and properties of new computers and procedures
3. ability to deal effectively with others
4. administrative ability

Level IV: Digital Computer Supervisor**3477**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation or equivalent
2. three years of experience as a computer operator, one year of which was in a supervisory capacity equivalent to the level of Digital Computer Operator III

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of computer principles and operations
2. ability to learn operations and properties of new computer and procedures
3. administrative ability
4. ability to deal effectively with others

Digital Computer Operator I.....	Edited
Digital Computer Operator II.....	Edited
Digital Computer Operator III.....	Edited
Digital Computer Supervisor.....	Edited